



COMDTINST 1500.15F  
7 APRIL 2003

COMMANDANT INSTRUCTION 1500.15F

Subj: CHIEF PETTY OFFICER ACADEMY (CPOACAD)

Ref: (a) Personnel Manual, COMDTINST M1000.6 (series)  
(b) Training and Education Manual, COMDTINST M1500.10 (series)  
(c) Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series)

1. PURPOSE. To establish policy and procedures for attending the Chief Petty Officer Academy.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants, Chief Counsel and special staff offices at Headquarters shall ensure the contents of this CG CPO Academy Instruction are given widest distribution. Internet release authorized
3. DIRECTIVES AFFECTED. CG Chief Petty Officers Academy, COMDTINST 1500.15E is cancelled.
4. BACKGROUND.
  - a. The Chief Petty Officer Academy Course is designed to assist newly advanced Chief Petty Officers (CPO) transition into the Chief's community by developing the leadership, communication, and administrative skills required to become an effective Chief Petty Officer. The course is held at Coast Guard Training Center, Petaluma, California.
  - b. The 33-day course curriculum (12-day Reserve course curriculum) takes into account previous subjects and leadership training acquired throughout one's enlisted career.
  - c. The successful transition to CPO depends on both individual effort and the Coast Guard's ability to prepare the member for the new leadership role as a chief petty officer.

DISTRIBUTION – SDL No. 140

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B		8	10	4	12	3	3	9	3	11	10	14	6	15	6		10	10	10			6	35	2	1	1
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NON-STANDARD DISTRIBUTION:

- d. A general course outline follows:

<u>Topic</u>	<u>General Description</u>
SELF	Myers-Briggs Type Indicator (MBTI); Learning Style Inventory; Increasing Human Effectiveness; College Level Examination Program (CLEP); Educational Assessment; Wellness/Nutrition; Ropes; Global Ethics
CO-WORKERS	Diversity; Leadership; Motivation; Coaching; Counseling; Facilitation/Team Building; Networking; Generations
ORGANIZATION	Systems Thinking; Change Management; Unit Briefs; Systems and Leadership Case Studies, Partnerships; Briefings by Headquarters; Risk Management
COMMUNITY	Community-service Project
REFLECTION	Learning Journal; Leadership Paper; Case Study Briefing

- e. The tropical blue long uniform with combination cap is prescribed year round. Service Dress Blue Bravo is required for graduation and other functions. The windbreaker and sweater are optional.

## 5. POLICY AND PROCEDURES.

- a. In accordance with reference (a) chapter 5-C, all E-7's advanced on or after 1 January 1999 must successfully complete the CPOACAD or a Department of Defense Senior Enlisted Academy in order to be eligible to participate in the E-8 advancement process. Our long term goal is that all E-7s complete this critical senior enlisted professional development course for their benefit, personally and professionally, the rest of their career.
- b. In accordance with reference (b) chapter 2.B.1.a.4.a, personnel who attend the CPOACAD must have at least one year of service remaining on their current enlistment or period of active service upon graduation.
- c. All newly advanced CPOs should review course dates and determine the dates that best fit their unit and personal needs. Class A and C Schools Schedules, COMDTNOTE 1540, publishes a listing of convening dates for active and reserve CPO Academy classes. The Training Quota Management Center (TQC) publishes regular updates to COMDTNOTE 1540 via message and on TQC website: <http://www.uscg.mil/hq/tqc>. After selecting dates, members must submit an electronic training request via Coast Guard Human Resource Management System (CGHRMS) or send in a Short-Term Training Request (STTR) CG-5223, via their Commanding Officer/Officer-In-Charge to Commandant (G-WTL-2). The request should list a minimum of two preferred attendance dates, in rank order. Each request will remain valid for a six-month period from the date Commandant (G-WTL-2) receives it.

- d. If member does not attend the CPO Academy during that six-month period, a new request must be submitted. Members under Permanent Change of Station (PCS) orders must have their requests approved by their reporting unit. Members are responsible for keeping their request up to date.
- e. Members who have submitted a STTR for the CPO Academy should visit the CPO Academy web site to view selected class slates at <http://www.uscg.mil/hq/tcpet/cpoa> to see which class they are scheduled to attend. The slates will be updated twice monthly. If the requested classes have full slates, the member will be placed on the course wait list in CGHRMS.
- f. Members who receive Temporary Duty (TDY) orders for CPOACAD and subsequently wish to cancel for purely personal reasons will not be eligible to reapply for a one-year period. Urgent operational needs and personal emergencies will be considered on a case-by-case basis after consulting with the member's command. Decisions by program management are final.
- g. In accordance with reference (c), commands are responsible to ensure members are within maximum allowable weight standards prior to execution of orders. Students will be weighed upon arrival at the CPOACAD. Members found not in compliance may be disenrolled and immediately returned to their respective unit
- h. Members who fail to submit a request will **not** be contacted by Commandant (G-WTL-2). Failure to attend the CPOACAD will result in delaying advancement eligibility opportunities, as well as negatively impact unit and service leadership needs.
- i. Due to CG-Wide high operational tempo (OPTEMPO) and the difficulty for many personnel to obtain a timely quota for this advancement requirement, E-6's above the advancement cutoff may also submit a training request to attend the CPO Academy. The request must specify desired course dates in line with the member's placement on the advancement list. Those E-6's above the cut who are selected by COMDT (G-WTL-2) to attend the CPO Academy must obtain authorization for frocking from CG Personnel Command-epm-2 before orders will be issued. CG Personnel Manual Chapter 5-C.39.a is the governing instruction for frocking policy. Normally, CGPC-epm-2 will authorize frocking to attend the CPOA for a member who would have already been frocked for their next assignment to clearly establish their position or stature and/or to facilitate their ability to carry out their duties such as an Officer in Charge (OIC), Executive Petty Officer (XPO) Engineering Petty Officer (EPO) or as an Independent Supervisor of a Electronic Support Detachment (ESD) or a servicing personnel reporting unit (PERSRU). In these cases the class convening shall be within three months of the PCS rotation period. Frocking of members to attend CPOA will only be out of necessity where it is in the best interests of the service and it is anticipated that due to the new PCS leadership position that the member will now be assigned to, it would normally be difficult for the member to attend the 33 day course while at the new unit.
- j. Commandant (G-WTL-2) shall schedule members in the following of priority:
  - 1) Those advanced to E-7 on or after 01 January 1999.
  - 2) E-6's above the cutoff for E-7 advancement.

3) E-7's who were advanced prior to 1 Jan 1999.

- k. International students from abroad may occasionally attend the CPOACAD. Quotas for these students will be coordinated between Commandant (G-WTL-2) and Commandant (G-CI) annually.
- l. Other military service personnel may attend the CPO Academy as agreed to by official Memorandum of Understanding (MOU).
- m. Reservists can apply for either active or reserve CPO Academy classes scheduled. Reserve CPO Academy classes will normally be scheduled during the summer months. Because of this, the advancement prerequisite to complete the CPO Academy by 30 June in order to compete on the Reserve service wide exam is extended to 31 July. Reserve personnel applying for an Active duty class will have equal priority as active duty personnel. Active duty personnel can only apply for the Active duty classes.

6. RESPONSIBILITIES.

- a. The ultimate goal of the CPOACAD is to provide the critical leadership skill sets needed by all CPOs. This will subsequently be a catalyst for continued professional and personal development.
- b. The key to successfully completing the CPO Academy is an individual's willingness to participate fully in both classroom and physical readiness training. Failure to successfully complete the course for cause will result in the Director, Leadership Development Center forwarding a letter to the member's command for inclusion in their permanent record, and can cause up to a two-year wait to reapply.
- c. Each command is expected to support the timely attendance of eligible Chief Petty Officers to the CPO Academy for professional growth and advancement opportunities.

7. ENVIRONMENTAL ASPECT and IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

8. FORMS AVAILABILITY. Short-Term Training Requests, CG Form 5223, is available in "Jet Form Filler" on Standard Workstation III (SWS-III).

/s/ R. J. Papp, Jr./  
Director of Reserve and Training